



**Public Protection Cabinet
Department of Housing, Buildings and Construction
Division of Building Code Enforcement
Manufactured Housing Section**

Plan Submission Application Guide

For

Kentucky Industrialized Building System

KIBS Program

Department of Housing, Buildings & Construction
Division of Building Code Enforcement

Manufactured Housing Section

101 Sea Hero Road, Suite 100

Frankfort, Kentucky 40601-5405

Telephone: (502) 573- 1795 Fax: (502) 573-1059

Web site: www.dhbc.ky.gov

PREFACE

This guide had been developed to help answer questions, provide information and directions regarding the process of how a manufacturer may obtain approval for a specific Kentucky Industrialized Building System (KIBS) model building. For additional information, please call or write the Manufactured Housing Section at:

Department of Housing, Buildings & Construction

Division of Building Code Enforcement

Manufactured Housing Section

Kentucky Industrialized Building System Program

101 Sea Hero Road, Suite 100

Frankfort, Kentucky 40601-5405

Phone # 502-573-1795 Fax # 502-573 1059

www.dhbc.ky.gov

A KIBS unit is any “building” or “structure” manufactured or constructed off site by a “Manufacturer” and inspected by an accepted “3rd” party inspector or inspection agency during construction at the manufacturer’s site. This may include Pre-Fabricated, Pre-cut units, Modular units, Equipment Shelters, etc for any use.

To become a Qualified Manufacturer for Kentucky Industrialized Building System KIBS Unit, A manufacturer shall complete an Application for Qualification as a Manufacturer of Kentucky Industrialized Building Systems.

This form may be found on line at: <http://www.dhbc.ky.gov/fp/mhs/mhsformspubs.htm>

A manufacturer shall provide two copies of the Manufacturer’s Systems Manual and the Quality Assurance Manual to the Office of Housing Buildings and Construction (OHBC) Manufactured Housing Section, KIBS Program as qualifying reference materials. These manuals shall demonstrate compliance with the Kentucky Building Code in effect and may include all models and factories under the ownership of the manufacturer, company, corporation or LLC as noted in the manuals.

One copy of each manual will remain proprietary property of the manufacturer and shall be for use and filed within this office and will not be returned. The fee for the manual review shall be a minimum of \$200.00 per manual set. A copy set of manuals will be stamped “Approved for Construction” and returned to the manufacturer. The check shall be made payable to Kentucky State Treasurer and forwarded to the Administrative Specialist, manufactured housing section at:

Department of Housing, Buildings & Construction

Division of Building Code Enforcement

Manufactured Housing Section

101 Sea Hero Road, Suite 100

Frankfort, Kentucky 40601-5405

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www.dhbc.ky.gov



Payment Options Forms are available on line at <http://www.dhbc.ky.gov/fp/mhs/mhsformspubs.htm>

Plan Submission Process

Only applications from a Qualified Manufacturer shall be accepted for review.

Once Qualified, a manufacturer shall submit one copy of the Kentucky Industrialized Building System (KIBS) Model Plan Application Form and two (2) copies of the complete plans with model options included, for each model Kentucky Industrialized Building System (KIBS) to be manufactured for sale in the Commonwealth of Kentucky, for review and approval prior to construction of that model. This form (*attached*) may be found online at www.dhbc.ky.gov/fp/mhs/kibsfaq.htm.

Application Form: May be found online at: <http://www.dhbc.ky.gov/fp/mhs/kibsfaq.htm>.

This form includes Type “A” which is for Modular Housing One and Two Family Dwellings and Type “B” which is Commercial Modular Units, including all use groups other than Modular Housing.

KIBS Model Plan Review Checklist

Architectural plans

Note: The Manufacturer’s Systems Manual shall not be accepted as substitution for the information required on the plan submittal.

All plans shall be Signed and Sealed by the manufacturers design professional.

Two (2) copies of the plans, shop drawings and specifications in specific detail and in conformity with good architectural and engineering practice shall be submitted for each specific model KIBS Unit. Plans shall demonstrate compliance with the Kentucky Building Code.

NOTE: The following shall be included in the plans. Kentucky Code Design Criteria and notes which includes:

Cover page
A title block
Type of Construction
Use Group
List all fire protection systems

List all design loads for the building
List all design options
Earthquake Design Data Details
Energy calculations worksheet forms
(available at www.energycodes.gov.)



NOTE: Details may be shown on more than one drawing

1. Dimensioned building plans showing use of all areas
2. Foundations, floor plans and elevations
3. A cross section showing construction details through one typical wall from footing to including roof framing
4. Structural framing details and notes for all walls brace walls shear walls floors, ceilings, footings foundation piers, columns and blocking locations, anchoring locations and design.
5. Roof details and truss drawings
6. Fastening schedule including unit to foundation and specifications for fasteners
7. Door schedule including hardware schedule window and glazing schedule
8. Interior finish schedule with documentation of maximum flame spread ratings
9. Fire rated assemblies and documentation of the required rating
10. All special structures (sky lights, roof, panels, and awnings)
11. All accessibility features
12. Complete information for all special occupancy requirements
13. Dimensioned location of aisles, halls, corridors, storage, systems, industrial equipment etc

HVAC Details:

Design, calculations and specifications, location, duct work layout, duct specifications

1. Ventilation design and exhaust systems and terminations

NOTE: HVAC and Exhaust Systems designs specified as “in field by others” are the responsibility of the manufacturer for layout; duct sizing and minimum performance specifications required to meet codes and shall be included in the plans.

Electrical Details:

1. Indicating lighting, receptacles, motors and equipment, smoke detectors and smoke alarms, power ventilation, service entrance locations panel size, location and number of proposed circuits, location of all exits and means of egress lighting. A symbol legend shall be included.

Plumbing Details:

2. Indicating piping layout and riser diagrams number,
3. Type and location of hot water heater drain pan and piping for pan to outside
4. Fire stopping and fire blocking details.
5. Access panels shall be included

NOTE: Approvals for Kentucky Plumbing Systems require a separate submittal and approval. Regarding plumbing plans and factory inspections contact the Division of Plumbing a www.dhbc.ky.gov/plb or at 502-573-0397



Fire Protection Systems details:

1. When required or illustrated as provided on the design plans, shop drawings shall be submitted with the original submittal for approval. Shop drawings, shall include manufacturers cut sheets and specification Sequence of operations for all Fire Suppression Systems, Fire Alarm Systems and special systems for all fire protection.

NOTE: Design drawings, Shop drawings for All Fire Protection Systems shall be Signed and Sealed by the manufacturers design professional.

The following, systems require additional System Submittals and Approvals
unless other arrangements agreed to in righting during plan review

- (a) Fire Alarm System (Smoke alarms shall be shown on the electrical plan)
- (b) Fire Suppression System (Sprinkler, Foam, Clean Agent, CO2, Halon, etc.)
- (c) Range Hood/Exhaust System Shop drawings to Building Code Enforcement
- (d) Range Hood Extinguishing Systems

For Applications and fee information contact:

Department of Housing Buildings and Construction
Division of Building Code Enforcement
101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5405
Phone # 502-573-0373 Fax # 502-573 1059

- (e) Gasoline, LP, Fuel Oil Tanks, etc Fuel Installation within the modular submitted to State Fire Marshal's Office, Hazardous Materials Section:
- (f) Boilers-to, within the modular submitted to State Fire Marshal's Office, Boiler Section:

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Manufactured Housing Section
101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5405

Phone # 502-573-1708 - Boiler Bureau
Phone # 502-573-1702 – Hazardous Materials
Fax # 502-573 1004

NOTE: The installation of these systems in the factory shall be installed and tested by a competent installing contractor and inspected by the 3rd party inspection agency. The final hook up and on site inspection shall be conducted by:

Department of Housing Buildings and Construction
Division of Building Code Enforcement
Manufactured Housing Section
101 Sea Hero Road, Suite 100
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The plans will be reviewed by the Plans Examiner and approved or disapproved accordingly and a letter shall be issued to the manufacturer. Any corrections necessary shall be resubmitted prior to release for construction. Approved plans released for construction shall be scanned in this office and the scanned construction documents shall remain on file on that system. The original plan approved shall be stamped "Released for Construction" signed and dated by the plans examiner and returned to the manufacturer.

Procedures for submitting corrected architectural plans:

The corrected plans will be reviewed and approved or disapproved accordingly, stamped "Released for Construction" signed and dated by the plans examiner along with the corrected plans and returned to the manufacturer. The original disapproved plans shall be shredded.

Two (2) Set of Architectural Plans and cover letter identifying project by Name and KIBS Number shall be submitted to the attention of the Plan Reviewer.

NOTE: The Office of Housing, Buildings & Construction (OHBC) Manufactured Housing Section, and KIBS Program has no authority for site or over local jurisdiction.

NOTE: It is the responsibility of the buyer/owner or the builder/dealer acting as the responsible agent for the owner to obtain all required local permits prior to the beginning of any site work in preparation for the delivery of the modular unit and to cause the work requiring on-site inspections to remain accessible and exposed for inspection purposes.

We realize that the procedures described herein will not be suitable for every project. If a problem occurs, this office is available to assist you. Please contact the Plans Examiner at:

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Division of Building Code Enforcement
Manufactured Housing Section
101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5405
Phone # 502-573-1795 Fax # 502-573 1059
www.dhbc.ky.gov



STEVEN L. BESHEAR
GOVERNOR



ROBERT D. VANCE
SECRETARY

DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION
DIVISION OF BUILDING CODE ENFORCEMENT

MANUFACTURED HOUSING SECTION
101 SEA HERO ROAD, SUITE 100
FRANKFORT, KENTUCKY 40601-5405
TELEPHONE: (502) 573-1795 FAX: (502) 573-1059
WEB SITE: WWW.DHBC.KY.GOV

DATE OF THIS APPLICATION _____

KIBS 100 EV. 01/2008

This form to be completed by Manufacturer's Representative. Please CHECK ONE:

- ☐ Residential Modular Homes (One- or Two-Family Dwellings other than HUD Manufactured Home)
- ☐ Commercial Modular Units (All Use Groups other than 1 or 2 family dwellings.)

USE: _____

MANUFACTURER INFORMATION

NOTE: Complete the following information for the manufacturer or indicate your Kentucky assigned KIBS factory number,

(a 3 digit number with A or B suffix assigned by the Office during first model submittal) here: _____

MANUFACTURER'S NAME: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

FACTORY LOCATION: _____

NAME OF FACTORY REPRESENTATIVE: _____ PHONE NUMBER: _____

MODULAR BUILDING INFORMATION

PROPOSED MODEL NAME: _____ MODEL #: _____

OVERALL BUILDING SIZE: _____ WIDTH _____ LENGTH _____

AREA PER FLOOR: _____ NUMBER OF FLOOR LEVELS: _____

TOTAL AREA IN BUILDING: _____

TOTAL NUMBER OF BLDG. MODULES OR UNITS: _____ SIZE OF UNITS: _____ W x _____ L

MODEL PLAN SUBMISSION CHECKLIST

Note: Please check each item included with your Model Plan
All of this information is required with the Model Plan Submission.

- ☐ Cover Letter or Letter of Transmittal
- ☐ Plans drawn to minimum scale of $\frac{1}{8}$ " = 1'-0"
- ☐ Title Sheet
- ☐ Foundation Plan or Blocking Points Plan
- ☐ Floor Plan(s)
- ☐ 4 Exterior Elevation Views
- ☐ Design Loads, Seismic, Wind, Snow, Live & Dead Loads
- ☐ Traverse or Cross-section detail
- ☐ Door, Window & Hardware Schedules
- ☐ Interior Finish Schedules

- ☐ Framing Plans & Construction Details
- ☐ Specifications
- ☐ Mechanical (HVAC) Plans & Details
- ☐ Electrical Plan(s)
- ☐ Energy Calculations
- ☐ Model Plan Review Fee (Gross Area x \$.075 or a minimum of \$200) Make check payable to the Kentucky State Treasurer.
- STEEL FRAME FLOOR ASSEMBLIES FOR MODULAR SINGLE FAMILY DWELLINGS UNITS ARE NOT ACCEPTABLE IN KENTUCKY.

Manufacturers Systems Manuals shall not be considered as substitution for the information required on the plan Submittal.

The minimum distance between any commercial Kentucky Industrialized Building and any other building shall be Twenty feet, one inch (20' 1"). Any reduction in this distance shall be approved prior to shipment of the unit.

Please be advised all previous model plan reviews are invalid if the model has not been resubmitted for our review and approval under the new codes.

REDUCTION OF 11/2 INCH PLATE THICKNESS FOR ANCHOR BOLTS IS NOT ACCEPTABLE IN KENTUCKY. USE THICKER PLATE OR ALTERNATE ANCHORING SYSTEM.

Replace with
MANUFACTURER'S

The "Manufacturer" shall notify Manufactured Housing Section with not less than two- (2) weeks notice of the scheduled shipment. After the Manufactured Housing Section has issued a model plan approval, the manufacturer may ship an unlimited number of the units to Kentucky provided an approved 3rd Party Inspection Agency has made a factory inspection, issued a Kentucky label and certified that each unit is in substantial compliance with the current codes adopted by Kentucky and in effect at the time of construction.

LETTERHEAD OR LOGO HERE

"Notification of Shipment"

Date: _____

Submitters Name: _____	Phone Number: _____
KIBS Number: _____	Owner/Buyer's Name: _____
Model Name: _____	Current Mailing Address: _____
Model Number: _____	City/ State/ Zip: _____
Model Serial Number; _____	Phone Number: _____
Kentucky "M" Seal Number: _____	Site Address: _____
3rd Party Inspection Agency: _____	City: _____
Dealer Name: _____	County: _____
Phone Number: _____	Lot No.: _____
Dealer Mailing Address: _____	Name of Local Building Code Official: _____
City/ State/ Zip: _____	_____

Scheduled Delivery Date: _____

NOTE: TYPE "A" Units: Upon receipt of the above information the Manufactured Housing Section will notify the Local Building Official that an approved Modular Single Family Dwelling will be shipped to their jurisdiction. It is the responsibility of the owner or the builder/dealer acting as the responsible agent for the owner to obtain all required local permits prior to the beginning of any site work in preparation for the delivery of the modular home.

NOTE: TYPE "B" Units: Upon receipt of the above information the Manufactured Housing Section will notify the State Building Official that an approved Modular Building will be shipped. It is the responsibility of the owner or the builder/dealer acting as the responsible agent for the owner to obtain all required State Site Approvals and local permits prior to the beginning of any site work in preparation for the delivery of the Modular Building.



Kentucky Industrialized Building System
KIBS

Information Sheet

Any unit shipped without a Kentucky “M” Seal will be the manufacturer’s responsibility.

A KIBS Model Plan Approval Form and appropriate fees shall be provided with each model plan and be submitted for review and approved prior to construction of that model.

Kentucky Seals and Inspection Forms will be sold to Accepted Third Party Inspection Agencies **only**.

Accepted Third Party Inspection Agency’s Inspectors (Employee) shall inspect, be responsible for verification of the construction as being installed per the Kentucky Building Code requirements and for attaching the Kentucky “M” Seals to Each New Unit for shipment into the Commonwealth of Kentucky.

The Original Copy of the Inspection Forms (a statement of inspections) shall be Signed and Dated by the Accepted Third Party Inspection Agency’s Inspector and forwarded to the Manufactured Housing Section on the last day of each month.

A Notification of Shipment Form shall be submitted a minimum of Two (2) weeks prior to shipment into the Commonwealth of Kentucky.

Note: New IBC Labels will not be accepted in the Commonwealth of Kentucky.

The **2007 Kentucky Building Code** became effective **July 6, 2007**.

The **2007 Kentucky Residential Code** became effective **July 13, 2007**.

Please be advised all Previous Model Plan Approvals are “Expired”. Prior to construction Each Model Plans shall be submitted for our review and approval under the new above referenced codes.

“Notification of Shipment” for Model Plan Approved using any Previous Model Codes will not be accepted.

Manufacturers of Modular Buildings or Single Family Dwellings, except HUD Compliant Manufactured Housing, for use in the Commonwealth of Kentucky shall provide updated Quality Assurance Manuals and Systems Manuals. All manuals shall be in strict accordance with the minimum requirements of the **2007 Kentucky Building Code** and the **2007 Kentucky Residential Code** and all codes and standards referenced by those code’s Referenced Standards Section.

Note: Manufacturers Systems Manuals shall not be considered as substitution for the information required on the plan Submittal. OHBC #40-01

ORIG. 3/08



DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION
DIVISION OF BUILDING CODE ENFORCEMENT
MANUFACTURED HOUSING SECTION
101 SEA HERO ROAD, SUITE 100
FRANKFORT, KENTUCKY 40601-5405
PHONE (502) 573-1795 FAX (502) 573-1059

**Application for Qualification
Manufacturer of Kentucky Industrialized Building Systems (KIBS)**

The undersigned hereby makes application for Qualification as a Manufacturer of Kentucky Industrialized Buildings.

NAME: _____ Title: _____ Signature: _____

COMPANY NAME*: _____ PHONE NUMBER: _____

ADDRESS: _____ P.O. BOX: _____

CITY STATE ZIP: _____ E-MAIL: _____

Kentucky Registered Design Professional (contact information):

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____ P.O. BOX: _____

CITY STATE ZIP: _____ E-MAIL: _____

Kentucky Approved Third Party Inspection Agency:

AGENCY NAME: _____ PHONE: _____

ADDRESS: _____ P.O. BOX: _____

CITY STATE ZIP: _____ E-MAIL: _____

NOTE: **A current copy of the Systems Manuals, and Quality Assurance Manuals for single and multi-wide units for Kentucky Industrialized Buildings and/or Modular Single Family Homes must accompany this application.**

Approvals for Plumbing Systems require a separate submittal and an inspection by a Kentucky Plumbing Inspector. For information for the submission of plumbing plans and factory inspections contact the Division of Plumbing at 502-573-0397 or www.dhbc.ky.gov/plb.

**For information on how to register a business entity with the Commonwealth of Kentucky, please contact the Economic Development Business C clearinghouse at 1-800-626-2250 or search www.ky.gov.*

